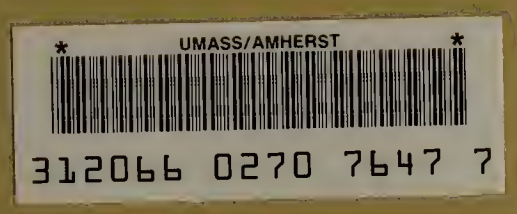

INFRASTRUCTURE SET-ASIDE PROGRAM

MASSACHUSETTS SMALL CITIES PROGRAM

Request for Proposals
Guidelines and Application

July, 1987

Commonwealth of Massachusetts
Michael S. Dukakis, Governor

Executive Office of Communities
and Development
Amy S. Anthony, Secretary

INFRASTRUCTURE SET-ASIDE PROGRAM

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SECTION ONE: PROGRAM DESCRIPTION

The INFRASTRUCTURE SET-ASIDE PROGRAM (ISAP) has been established to provide funding for infrastructure projects undertaken in coordination with and support of private economic development activities in Small Cities Community Development Block Grant (CDBG) eligible communities. The purpose is to promote private investment, especially in older established commercial areas, that creates or retains employment opportunities for persons of low and moderate income; and revitalizes distressed areas in communities across the Commonwealth.

I. FUNDING AVAILABILITY

The funding level for the ISAP is $5,000,000 in 1987. Applications will be limited to one per community in each of three rounds, September 15, 1987, December 15, 1987 and March 15, 1988. Joint applications will be considered. Maximum awards under the ISAP will be $300,000 per project and grantees shall provide at least 25 percent of the infrastructure project's total cost. In addition, ISAP requires that private investment be made in businesses that will benefit from the infrastructure improvements.

II. STATE AND NATIONAL OBJECTIVES

Every award of funds must meet at least one of the following national objectives and at least one of the following state objectives.

1.) National Objectives:

a) Give maximum feasible priority to activities that will benefit low and moderate-income families;

b) Aid in the prevention or elimination of slums or blight;

c) Meet other community development needs that have a particular urgency because existing conditions pose a serious threat to the health and welfare of the community, and other financial resources are not available to meet such needs.

2.) State Objectives

a) Support activities which primarily benefit low and moderate income people (80% of median household income in the SMSA or non-SMSA area).

b) Support economic development activities which result in job creation, job retention, and/or commercial revitalization.

c) Support economic development activities which provide affordable housing and contribute to overall neighborhood stability.

Communities will be asked to document compliance with the required federal and state objectives as part of the application process.

All communities will be asked to describe how the proposed project supports the overall long range economic development goals of the municipality, to demonstrate that a local economic development plan, Commercial Revitalization District (CARD), or district plan exists, with which this proposal complies and to demonstrate that the proposal meets one of the following program objectives:

- o Support revitalization of older established commercial areas showing signs of disinvestment;
- o Stimulate economic development that will create or retain long-term employment opportunities;
- o Attract investment to economically distressed communities;
- o Support targeted community development efforts that have identifiable impact and respond to the needs of residents and businesses in a defined area;
- o Support communities which have developed effective community development strategies, and which have or may be expected to develop the capacity to implement those strategies;
- o Support implementation of CARD or district plans.

III. ELIGIBLE ACTIVITIES

Eligible ISAP activities include but are not limited to:

- o Acquisition of real property, in whole or in part that will be used for infrastructure.
- o Construction, rehabilitation, alteration, or enlargement of infrastructure including but not limited to streets, roadways, lighting, water and sewer lines, pedestrian malls or walkways, off-street parking facilities.

IV. INELIGIBLE ACTIVITIES

The activities for which ISAP funds cannot be used include, but are not necessarily limited to, the following:

- o Any activity providing direct benefit solely to private entities or individuals;
- o Any activity designed to encourage relocation of a business or industry from one community to another (except in extraordinary

circumstances, and only upon discretion of the Secretary);

- o Any activity undertaken on buildings used for general conduct of government such as court houses, city and town halls or other municipal facilities such as schools, police and fire stations, sports arenas, libraries, museums, etc.;

- o Purchase of equipment, including construction equipment or any other equipment associated with providing municipal services;

- o General government expenses, or operating and maintenance expenses associated with public facilities, and any other operating and maintenance expenses associated with providing public services; and

- o Any activity that could foster adverse secondary growth impacts.

V. EVALUATION CRITERIA

All applications for assistance through the ISAP will be evaluated and rated competitively on the following major criteria:

1- local community distress factors (e.g., percentage of low and moderate-income households, unemployment rate, etc.);

2- relationship of the project to a comprehensive community/economic development strategy and applicability to CARD or District Plan;

3- documented evidence of need for "ISAP" financing to make the project possible, and demonstration that requested amount is minimum necessary to induce private investment;

4- projected number of jobs created and/or retained;

5- projected affordable housing units created or retained;

6- projected benefit to low and moderate-income persons;

7- private:public leverage ratio;

8- projected feasibility (as determined by financial analysis, market feasibility, firmness of private financial commitment, etc.);

9- appropriate time schedule for initiation and completion of project; and

10- compliance with Executive Orders 215, 227, and 237.

Municipal compliance with Executive Orders 215, 227, and 237 will be evaluated in determining an applicant's suitability for funding.

Massachusetts Executive Order 215 prevents state agencies from awarding discretionary grants to any community that has been found to be unreasonably restrictive of housing growth.

Massachusetts Executive Order 227 requires state agencies to consider

communities' compliance with their civil rights affirmative action responsibility in the review of requests for state assistance.

Massachusetts Executive Order 237 requires EDSA recipients to provide EOCD with written assurances that a minimum of five (5) percent of EDSA funds budgeted for the purchase of goods and services and a minimum of ten (10) percent of EDSA funds budgeted for construction costs shall be reserved for Minority Business Enterprises (MBEs).

Each applicant community's housing policies and practices and its compliance with its Civil Rights obligations, as determined by the Massachusetts Commission Against Discrimination (MCAD) will be considered in EOCD's review and decision to fund ISAP applications.

SECTION TWO: GRANT APPLICATION PROCEDURES

Applicants for Infrastructure Set-Aside Program funds are required to submit an application which addresses each of the components described in Section THREE. Applications will be accepted three times a year on September 15, 1987, December 15, 1987 and March 15, 1988.

An original and four copies should be addressed to:

Amy S. Anthony, Secretary
Executive Office of Communities and Development
100 Cambridge Street
Room 904
Boston, Massachusetts 02202

Attention: Infrastructure Set-Aside Program

I. FORMAT

The components listed below constitute a complete application for ISAP funds. Applications should include the exhibits listed below in the exact order in which they have been requested. The Project Narrative (numbers 2-8 listed below) shall not exceed ten (10) pages excluding forms #1 and #2.

(1) Application Cover Sheet
(2) Community Needs
(3) Project Description
(4) Project Financing (including form #1, 1A)
(5) Profile of Project Proponents
(6) Project Schedule (form #2)
(7) Evidence of Meeting Program Objectives
(8) Applicability to Local Economic Development Goals
(9) Environmental Review (form 3)
(10) Housing Policy Statement (form 4)
(11) Civil Rights Policy Statement
(12) Minority Business Enterprise (MBE) Policy Statement
(13) State and National Objectives (forms 5 and 6)
(14) Low and Moderate Income Benefits Analysis (form 7)

(15) Letters of Financial Commitment
(16) Public Hearing Documentation (form 8)
(18) Local Authorization to Receive/Expend Funds
(19) Certifications
(20) Local Administration Plan

SECTION THREE: GRANT APPLICATION REQUIREMENTS

I. APPLICATION COVER SHEET

The Application Cover Sheet should be the first page of the final application. Please include any cover letters behind the cover sheet. Each section of the Cover Sheet should be completed according to the instructions provided herein. This form must be signed by the Chief Elected Officer of the community before it is submitted to EOCD.

II. COMMUNITY NEEDS

The Community Needs section should provide information related to overall community and economic development needs.

Applicants are required to present the following key statistics drawn from the 1980 census, or any other more recent, verifiable source for the municipality and the district in which the project will take place;

-total population;
-the number and percentage of minority and elderly population respectively;
-the number and percentage of single parent households;
-the number and percentage of low and moderate income households;
-the number and percentage of households below the poverty level;
-the community's most recent unemployment rate (please specify the date and source).

To accurately calculate the low and moderate income population of a community or a target area, the census data on household income must be compared to 80 percent of the median household income for the SMSA, or, the non-SMSA communities, or the state-wide non-metropolitan median, which is $19,861 for a family of four. The SMSA or state-wide median household income is available in the census.

In addition, applicants may use other local data resources to support, or refute with justification, the census information. Any local survey or other means of data collection used to develop the community profile must be completely described. This statement of methodology must be attached as an appendix to the final application.

III. PROJECT DESCRIPTION

Applicants are required to provide a detailed description of the proposed project by addressing each item identified below:

A. Project components: A detailed description of each public or private action (e.g., land acquisition, site improvements, property rehabilitation, purchase of capital equipment, etc.) which is necessary to complete the proposed project. For example, if the project involves construction of a new building indicate the total

square footage, give a general description of the building to be constructed on the site (e.g., metal, concrete block, etc.) and attach rendering of the proposed project. If the project involves rehabilitation of an existing building, indicate the total square footage and provide plans and specifications with cost estimates. If the project involves installing pipes, roadway construction, etc., indicate size and length of pipe, length of road, etc.

B. Development site: Include a map along with a description of the physical characteristics of the site including existing buildings, utilities, special features and current conditions; the number of lots or land parcels to be assembled for the project (if applicable); current zoning (if re-zoning or special permits are required, indicate current status); historic significance of the site or the neighborhood in which the project site is located; and any other information about the site that is relevant to the proposed project.

C. Acquisition and relocation: Describe the number and type (e.g., commercial, residential) of structures (if any) to be acquired and indicate the number of businesses and/or households which will require relocation assistance. Projects requiring acquisition and/or relocation are subject to the Uniform Relocation Assistance Policies Act of 1970.

D. Participants: A history and description of the business participating in the project must be provided. This should be a statement of 3-4 paragraphs which describes the company, its product line, its history, its market and competitors, employees and principals. Personal resumes should be attached for each principal or officer with 20 percent ownership of the firm.

This section should also address the anticipated benefits which the firm expects to gain from undertaking the project.

F. Need for ISAP Assistance: This section should describe the relationship of the proposed project to an overall community/economic development strategy and the importance of the proposed project, to said strategy.

Following is a table that outlines the information required for the public and private portions of an ISAP application. All information must be incorporated in the application.

Infrastructure Project	Private Project
Describe infrastructure project (development site).	Who are private participants?
Describe infrastructure project's relation to local economic development plan (need for ISAP assistance).	Describe improvements to be made to contiguous private businesses as result of infrastructure project.
Amount of ISAP request.	Describe nature and number

Proposed repayment terms if applicable	of jobs to be created or retained as result of private investments.
Amount and source of 25 percent local match.	Amount and source of funds from sources other than ISAP to be invested in project. (Meet 2.5:1 leverage ratio).

IV. PROJECT FINANCING

Applicants are required to provide a detailed description of the financing for the proposed project including agg_egate cost and a breakdown of both public and private sources and amounts. All applicants must complete ISAP FORM 1: " Preliminary Breakdown of Project Costs and Investments". Private entities, including private lending institutions and developers, must provide firm commitments to participate in the proposed project and provide evidence of financial capacity to complete the project. In addition, firm commitments must be provided for the 25 percent local match and any public funds which are essential to implementation of the project.

A leverage ratio of approximately $2.50 in private investment for every $1.00 of ISAP funds is considered competitive. Funds to be counted toward this ratio include all types of capital investment to be expended by private business interests as a direct result of the ISAP award. This private leverage is in addition to the 25 percent local contribution to the infrastructure project.

Applicants should carefully review the requirements set forth below for private commitment letters. Please note that the more competitive projects are those that include firm private investment commitments.

APPLICANTS ARE STRONGLY URGED TO DISCUSS THESE REQUIREMENTS WITH PRIVATE SECTOR PARTICIPANTS EARLY IN THE APPLICATION PROCESS AND TO SECURE THE REQUIRED DOCUMENTATION AS SOON AS POSSIBLE.

o Documentation from Developers, Private Firms or Major Tenants

Letters of commitment must be obtained from participants which

1. state that ISAP funds are vital to successful completion of the project;

2. describe the size and scope of the project;

3. summarize the activities of each participating party, and the sources, amounts, and status of all funding and financing (if equity funds will be used to finance the project in whole or in part, applicants will be required to submit a current Balance Sheet and operating statement not over 90 days old);

4. indicate the amount of ISAP funds requested, and uses of such funds;

5. indicate number and type of jobs to be created and retained;

6. When residential development is included, indicate number and size of total residential units and number and size of units to be developed under affordable housing programs;

o Evidence of Commitment from Private Lender

Each participating lender must present evidence of its commitment to the private investor and the proposed project. Lender commitment letters must include:

1. description of the type of loan (e.g. first mortgage, permanent financing, construction financing, etc.) which the lender is making, and the status (approved, conditionally approved) of the loan (if a loan is conditionally approved, those conditions must be satisfied before the loan commitment is considered firm);

2. the amount of the loan, the interest rate, the term, and the security.

o Evidence of Commitment from Other Public Sources

Letters of commitment for funds directly related to the proposed project from other public sources should include the amount and type of funding, the status of the commitment and any conditions which the community is required to meet prior to release of funds.

Note that it is acceptable to submit letters of private sector interest with the ISAP application, in lieu of final commitment letters; however, in the event that such applications receive preliminary approval, applicants will be given 60 days from the date of approval to secure firm letters of financial commitment. EOCD reserves the right to rescind preliminary grant approval if letters of <u>firm</u> financial commitments are not received within the required time period.

o Project Budget

Applicants should submit ISAP Form 2: "Sources and Uses of Funds" to indicate the total amount of money required for each specific work category to be undertaken as a part of the overall project. It should be noted that not all line items on ISAP Form 2 will apply to every project. Therefore, applicants are asked to indicate where a line item is "not applicable."

The following is a brief description of the information being requested under each item in ISAP Form 2:

<u>Line Item 1</u>

<u>Land Acquisition</u> - Include all costs associated with purchasing property for the project. Include all costs and expenses associated with the acquisition, such as legal fees, recording taxes, and the like. An up-to-date appraisal, prepared by a professionally designated appraiser, must be submitted for each parcel to be purchased with ISAP funds.

<u>Line Item 2</u>

Clearance and Demolition - This item includes expenses for demolishing structures on land to be used for the proposed project, and hauling debris from the site prior to land improvement.

Line Item 3

Streets and Site Improvements - Costs in this category include on-site and off-site road and drainage system construction and other land development costs, except those in item 5 below.

Line Item 4

Water and Sewer Facilities - This item includes all costs associated with construction water and sanitary sewer lines, as well as sewage treatment facilities, both on-site and off-site.

Line Item 5

Construction Costs - Identify the amounts to be paid for costs of construction and rehabilitation of buildings or facilities related directly to the project.

Line Items 6 and 7

Other Costs - These line items are blank to allow for insertion of additional items which appear in the particular project. Applicants are asked to identify these activities in detail, with associated costs.

Line Item 8

Professional Fees - This category of costs includes itemization of architechural, engineering, general consulting and related fees.

Line Item 9

Administration of the Project - This item includes total administrative costs to carry out the proposed project. Except in unusual circumstances that are documented to EOCD's satisfaction, total administrative costs paid from ISAP funds may not exceed five percent of the total ISAP award.

Line Item 10

Subtotal

Line Item 11

Contingencies - This category is meant to reflect the uncertainties associated with preparing cost estimates. Typically, contingencies should not be greater than ten percent of the total project cost and frequently are must less.

Line Item 12

Total Project Costs

o Generation of private Investment

Applicants should submit ISAP Form 2: "Estimated Leverage Ratio" to indicate the ratio of private to ISAP FUNDS.

V. PROFILE OF PROJECT PROPONENTS

o Private Entity

The purpose of this section is to provide information on the project participants (developers, investors, businesses leasing space, etc.) including the name(s) and telephone number(s) of contact person(s) from the private firm(s). In addition, applicants should indicate the roles of the different entities and individuals in the project and, as noted earlier, provide solid evidence of their financial strength.

VI. PROJECT SCHEDULE

Complete Form #2 "Project Schedule". A copy of the form is attached with instructions for completion. Sufficient detail of the proposed timetable must be provided on the form to allow for evaluation during application review and for measurement of progress during actual administration.

A well conceived and realistic implementation schedule will contribute to a more competitive application.

VII. EVIDENCE OF MEETING PROGRAM OBJECTIVES

o Alleviating Economic Distress

An important component of each ISAP project is its ability to create new and permanent jobs in the community. Jobs which are retained in the community or transferred to the community will also be considered, but will not have the weight of new, permanent jobs.

EOCD will consider the actual number of jobs which are created as a direct result of the ISAP project. Funding priority will be given to those projects which can document a well-conceived plan for the recruitment and placement of racial and ethic minorities and low and moderate income residents. Applicants should prepare a narrative (using exhibits where appropriate) which discusses (i) job creation potential of the proposed project; (ii) the number and types of jobs to be created; and (iii) the skill level required for each new permanent job. The applicant must identify the source of, and methodology for the permanent job projections. In addition, Form 4 "Job Creation Potential of Proposed Project" must be

completed to summarize the job creation potential.

o Alleviating Fiscal Distress

ISAP projects are expected to expand the tax base of applicant communities. The completion of Form 5: "Fiscal Impact of Proposed Project" must be completed to indicate the impact on the tax base, including;

- the value of property added to the tax rolls by the proposed project;

- any reduction in property valuation due to demolition;

- payments in lieu of taxes, if any; and

- estimated tax revenue.

o Alleviating Physical Deterioration

In this section applicants must indicate how the proposed project will improve the physical condition of their communities. Physical improvements may consist of developing underused property by building or rehabilitating factories, offices, stores and housing. Another form of physical improvement which will be considered is infrastructure improvement. This may include developing or upgrading access roads, sewers, utilities, etc. Finally, physical improvement will be examined in terms of enhancing the quality of the human environment or minimizing adverse effects on the environment.

o Benefits to Minorities and Low/Moderate Income Persons

A primary objective of the ISAP Program is to support activities which benefit minorities and low and moderate income persons, and to encourage reinvestment to distressed areas. In evaluating ISAP proposals, EOCD will consider the extent to which the proposed project supports this objective. Applicants should describe the direct and indirect benefits that will accrue to low and moderate income persons as a result of the ISAP project. EOCD will give priority to ISAP proposals involving manpower skills training programs targeted to racial and or income groups which presently suffer disproportionately from high levels of unemployment.

VIII. APPLICABILITY TO LOCAL ECONOMIC DEVELOPMENT GOAL

In this section applicants must describe how this program fits with the long range economic development goals of the municipality and provide a copy of the municipality's economic development strategy. If the proposed project is in a downtown commercial area, that area must be a Commercial Area Revitalization District (CARD). If the proposed project is adjacent to or outside of a downtown commercial area, the project must comply with the district plan for area.

IX. ENVIRONMENTAL REVIEW

All ISAP funded activities are subject to the environmental review procedures of the National Environmental Policy Act (NEPA) and relevant additional regulations. A full environmental review is not required at this time, simply a summary statement of proposed activities. Before preparing this summary form, applicants should become familiar with 24 CFR 58 which describes the review process. Each program activity must be individually assessed and listed as exempt, categorically excluded, subject to review under NEPA, or requiring an environmental impact statement. The form should also indicate which public notice procedures will be required before program funds can be released.

X. HOUSING POLICY STATEMENT

Massachusetts Executive Order 215 prevents EDSA funds from being awarded to any community that has been found to be unreasonably restrictive of accepting new housing growth. Therefore, in reviewing EDSA applications, EOCD will give serious consideration to the applicant community's housing policies and practices.

Applicants are required to prepare a Housing Policy Statement indicating specific actions the community has taken to actively broaden housing opportunities in the community and a description of the community's existing and proposed housing policies as they relate to both sub-and private market housing development. Form 5 should be completed according to the attached instructions.

XI. CIVIL RIGHTS POLICY STATEMENT

Massachusetts Executive Order 227 requires state agencies to consider communities' compliance with their civil rights and affirmative action responsibilities in the review of requests for state assistance. Therefore, EDSA applicants are required to prepare a Civil Rights Policy Statement providing information on their compliance record relative to employment, housing, and procurement.

XII. MINORITY BUSINESS ENTERPRISE (MBE) POLICY STATEMENT

Under Massachusetts Executive Order 237 it is the policy of the Commonwealth to promote the fullest participation of all citizens in the resources provided by state government. EOCD recognizes the inordinate problems faced by Minority Business Enterprises (MBEs) in achieving the award of state and state-assisted contracts for construction, equipment, goods and services. Therefore, each community applying for EDSA funds is required to submit a description of its existing policies and practices as they relate to MBEs and an assurance that a minimum of 5 percent of those EDSA funds to be used for the purchase of goods and services and a minimum of 10 percent of those EDSA funds to be used for construction costs shall be reserved for MBEs.

XIII. COMPLIANCE WITH STATE AND FEDERAL OBJECTIVES

The enclosed Compliance forms should be completed per the attached instructions. According to program policy, the project must meet at least one (1) of the State Objectives of the EDSA program and one (1) National Objective. Funds will not be awarded to any community whose project fails to meet these objectives.

XIV. LOW AND MODERATE INCOME BENEFIT ANALYSIS

Fifty-one percent of all Small Cities funds must benefit low and moderate income persons. Every applicant that has selected the "low and moderate income" national objective to justify an activity, must assess the impact of the activity on the attached form.

XV. LETTERS OF FINANCIAL COMMITMENT

In the Project Description section of the proposal, the applicant has been asked to discuss any other public or private funds that will be leveraged by the EDSA grant or will be required in order to complete the proposed project. For each amount and source identified, a letter committing appropriate funds from the source must be included with the application. Such documentation will be accepted in the following form:

- A formal letter of commitment from the funding agency or lending institution noting the amount of money committed, the timetable for release of funds, and any contingencies applicable to the use of these funds.

XVI. PUBLIC HEARING DOCUMENTATION

No application for ISAP funds can be made until a public hearing relating to the proposed project has been held before the appropriate municipal officer(s) of the city or town following due notice of the hearing. Such notice shall:

- o Identify the public body which is to hold the hearing;
- o Identify the agency which is to undertake the project;
- o Identify the date, time, and place of the hearing;
- o Identify the project area; and
- o State that any person or organization whishing to be heard will be afforded an opportunity to be heard.

The notice shall be published at least once a week, for not less than two (2) consecutive weeks immediately prior to the date of the hearing, in at least one newspaper of general circulation in the locality. The first publication shall not be less than 14 days prior to the date of the hearing, inclusive of the date of the publication but exclusive of the date of the hearing. If there is no newspaper of general circulation in the locality, the notice shall be posted in at

least three public places in the locality for not less than 14 days prior to the date of the hearing.

XVII. LOCAL AUTHORIZATION TO RECEIVE AND EXPEND FUNDS.

Chief Elected Officials of many communities must receive authorization from the local governing body of the community before they can apply for, receive, or expend funds. Where applicable, a letter from the governing body authorizing these actions must be included with this application. Where not applicable, the community should simply state "Not Applicable" for this section of the proposal.

XVIII. CERTIFICATIONS

In order to receive EDSA funds, the Chief Elected Official (or an official empowered to sign documents committing the applicant to certain actions) must sign the enclosed Certification form and enclose it with the application at the time of submission.

XIX. LOCAL ADMINISTRATION PLAN

In this section, applicants must demonstrate that they are capable of carrying out the proposed ISAP project. Applicants should briefly discuss their past performance in implementing other economic and community development programs. Municipal agencies or other local organizations responsible for managing the ISAP project and its components should be specified.

Applicant communities lacking an administrative and programmatic track record will not be penalized. Inexperienced applicants can compete successfully for ISAP funding if they can document a well-conceived management plan, together with an analysis of how the community will obtain the administrative/management expertise it currently lacks.

SECTION FOUR: GRANT APPLICATION FORMS

I. FORM INSTRUCTIONS

This section of the Application Package contains copies of the forms that must be submitted as part of each applicant's Economic Development Set-Aside proposal. Instructions on how to complete each form are attached or on the reverse side. Each form must be completed per the instructions and submitted as part of the proposal. Failure to do so may prohibit the application from being approved for funding.

- -Application Cover Sheet
- -Form 1 Project Financing
- -Form 2 Project Schedule
- -Form 3 Environmental Assessment
- -Form 4 Housing Policy Statement
- -Form 5 and 6 State and National Objectives Compliance Forms

-Form 7 Low and Moderate Income Benefit Analysis
-Form 8 Public Hearing Documentation
-Assurances and Certifications

APPLICATION COVER SHEET INSTRUCTIONS

Applicant

Community: The complete name of the applicant community preceded by "city of..." or "town of..." as appropriate.

Population: Total number of residents according to 1980 U.S. Census.

Address: General mailing address to which official EDSA correspondence should be sent.

Contact Person: Name and title of local official to whom inquiries regarding this proposal should be addressed.

Address: Mailing address of the Contact Person: if same as above address list "same".

Telephone Number: Number where contact person may be reached.

Project

Category: Place a check mark in the box adjacent to the category which best describes the proposed project.

Type: Indicate whether the proposal is sponsored by an individual community or by two or more communities.

Total EDSA Request: Indicate the total amount of EDSA funds requested for project implementation.

Authorization

Signature: Signature of the Chief Elected Official responsible for signing all documents. Note: if the applicant's governing body must authorize an official to apply for funds, before the actual proposal is submitted, a a copy of that authorization should be attached to the proposal.

Date: Date Chief Elected Official signed application.

Typed Name: Name of the Chief Elected Official authorized to submit the application.

Title: Formal title of the office held by this person.

Phone Number: Office phone number of the Chief Elected Official.

INFRASTRUCTURE SET-ASIDE PROGRAM
APPLICATION COVER SHEET

STATE USE

APPLICANT

Community: _____ Population: _____

Address: _____

_____

Contact Person: (Name) _____

(Title) _____

Address: _____

_____ Tel. No.: _____

In the case of a joint application, the lead community should be listed first with the remaining participants following. The address of only the lead community should be listed on this page.

PROJECT

Category: Industrial ☐

Commercial ☐

Mixed Use ☐

Other (specify) ☐

Type: Individual ☐ Joint ☐

TOTAL ISAP REQUEST: $_____

TOTAL MATCHING FUNDS: $_____

AUTHORIZATION

_____
Typed Name

_____ _____
Signature of Chief Elected Official Date

_____
Title

_____
Phone Number

In the case of a joint application, the name, title, and the signature of the Chief Elected Official(s) should be submitted on an additional sheet of paper.

INFRASTRUCTURE SET-ASIDE PROGRAM
AUTHORIZATION (JOINT PROPOSALS ONLY)

Community: _____ _____
Typed Name of Chief Elected Official

_____ _____
Signature of Chief Elected Official Title

Community: _____ _____
Typed Name of Chief Elected Official

_____ _____
Signature of Chief Elected Official Title

Community: _____ _____
Typed Name of Chief Elected Official

_____ _____
Signature of Chief Elected Official Title

Community: _____ _____
Typed Name of Chief Elected Official

_____ _____
Signature of Chief Elected Official Title

Community: _____ _____
Typed Name of Chief Elected Official

_____ _____
Signature of Chief Elected Official Title

ISAP FORM I
PROJECT FINANCING

PRELIMINARY BREAKDOWN OF PROJECT COSTS AND INVESTMENTS

		Amount	Source
1.	Public Investments		
	a. Federal (exclude UDAG loan, if any)	_____	_____
	b. Local	_____	_____
	c. State (Non-ISAP)	_____	_____
	d. ISAP	_____	_____
	e. Other (specify)	_____	_____
	f. Total Public (Sum of a. thru e.)	_____	_____
2.	Private Financing		
	g. Private Equity Investment	_____	_____
	h. Private Debt from Lenders	_____	_____
	i. Lessee Contributions (if any)	_____	_____
	j. Other (specify)	_____	_____
	k. Total Private (Sum of g. thru j.)	_____	_____
3.	Total Project Costs		
	m. Sum of f. & k.	_____	_____
4.	25 percent match for infrastructure portion of project	_____	_____

ISAP FORM 1 A

SOURCES AND USES OF FUNDS/PROJECT BUDGET

SUMMARY OF PROPOSED EXPENDITURES

USE OF FUNDS LINE ITEM ACTIVITY	SOURCES OF FUNDS ISAP	PRIVATE	OTHER	TOTAL
1. Land Acquisition				
2. Relocation of Persons and Businesses				
3. Clearance and Demolition				
4. Streets & Site Improvements				
5. Water and Sewer Facilities				
6. Construction Costs				
7. Other				
8. Other				
9. Capital Equipment				
10. Professional Fees				
11. Administration				
12. Cost Subtotal (Sum of lines 1 thru 11)				
13. Contingencies				
14. Total Project Costs (Sum of lines 12 + 13)				
15. 25 percent match for infrastructure portion of project				

PROJECT SCHEDULE INSTRUCTIONS

The implementation schedule included in the application will be appended to the EDSA agreement and become the basis upon which performance will be measured during the year. Preparation of a complete and feasible schedule will benefit the competitive rating of the application, and will also facilitate the prompt implementation of the project.

All program activities should be listed in outline form in the column at left, headed "Program Activities". Separate the proposed program into major components, as noted in the Project Description section of the application. Within each component, identify the various elements of the program.

Identify relevant milestones toward accomplishing program goals. These should be as specific as possible. In the case of a public improvements project, for example, milestones should include design, bid opening, construction start, construction phases, and completion. A year-long activity, such as factory rehabilitation, should have its interim goals identified for each quarter, such as phases of construction completed.

Opposite each activity listed, chart an appropriate timeline on the 15 month (5 quarter) scale shown. Use an "X" to mark single events, such as a construction start. Use a line to suggest ongoing activities. Chart each milestone individually. Do not show a continuous line of activity from project start to close for each activity. Sufficient detail to allow progress to be measured over the course of the year must be provided.

PROGRAM APPLICATION SCHEDULE

FORM 2

INFRASTRUCTURE SET-ASIDE PROGRAM

PROGRAM IMPLEMENTATION SCHEDULE

FORM 2

PROGRAM ACTIVITIES	GRANT PERIOD														
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			5th Quarter		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

ENVIRONMENTAL REVIEW INSTRUCTIONS

Each applicant is required to undertake a preliminary environmental assessment of its proposed project. Prior to completing this form, applicants should become familiar with the federal Environmental Review Procedures contained in 24 CFR Part 58. Communities need not complete a full assessment at this time, but merely must fill out the form as described below. The form contains two sections. The first section asks the applicant to categorize a proposed activity according to review standards. The second section requests a designation of which public notice procedure is likely to be used.

Preliminary Assessment

Activity: Each major activity proposed to be funded with EDSA resources should be listed separately on the lines provided. This should include only major activities; such as factory rehabilitation, sewer project, commercial renovations, etc.

Assessment: For each activity listed in this section the applicant should check one of the categories listed in this section. Every activity must contain only one such assessment.

Public Notice:

The applicant should check which public notice procedure will be used for this project based on the above assessment. This does not mean that the notice procedure must be completed before the proposal is submitted, but simply indicates which type of notice is anticipated.

INFRASTRUCTURE SET-ASIDE PROGRAM

FORM 3

ENVIRONMENTAL ASSESSMENT FORM

PRELIMINARY ASSESSMENT

Activity	Assessment Categories			
	Exempt	Categorically Excluded	Envir'nm't Assessment	Impact State.
_____	____	____	____	____
_____	____	____	____	____
_____	____	____	____	____
_____	____	____	____	____
_____	____	____	____	____
_____	____	____	____	____
_____	____	____	____	____
_____	____	____	____	____
_____	____	____	____	____

PUBLIC NOTICE PROCEDURE

Request for Release of Funds (RROF) ____

Finding of No Significant Impact (FONSI) ____

Combined Notice ____

HOUSING POLICY STATEMENT INSTRUCTIONS

The Housing Policy Statement Form is provided to allow communities to present information to demonstrate compliance with Executive Order 215. This information will assist EOCD's Housing Division in making such a determination regarding the status of that eligibility. The form is divided into two parts; housing production and recent efforts to improve housing accessibility.

Housing Production

Applicants are asked to provide simple statistics on the number of subsidized units currently in place within the community. This information is generally available from the applicant's housing authority and should be differentiated from the categories and housing types provided. Applicants should also note the number of units completed since 1979.

Finally, applicants are requested to provide the percentage of the total units that are subsidized. This is achieved by dividing the "total subsidized units" in the community by the "total number of housing units".

Recent Efforts To Improve Housing Accessibility:

In addition to constructing subsidized units, communities may take other actions to improve their housing accessibility (e.g., amending zoning ordinances to allow for cluster unit development). In the space provided, applicants should provide a brief narrative update on any actions that have been taken, or are proposed.

HOUSING POLICY STATEMENT

HOUSING PRODUCTION

	State-Funded	Federally-Funded	Total
Elderly	____	____	____
Family	____	____	____
TOTALS	____	____	____

	State-Funded	Federally-Funded	Total
Rental Assistance	____	____	____
New Construction	____	____	____
TOTALS	____	____	____

Number of units completed since 1979: _____ Awarded since 1979: _____

_____ ÷ _____ = _____

Total Subsidized Units ÷ Total Housing Units = Percent of Stock Subsidized

RECENT EFFORTS

STATE COMPLIANCE INSTRUCTIONS:

This form has been designed to allow the applicant to demonstrate that the proposed project is in compliance with the State objectives governing the operation of the EDSA Program. In the space provided, applicants should briefly document that compliance in relation to the objectives summarized below.

State Objectives

According to the Program Guide, the entire project that is being proposed for EDSA funding must meet one of the State objectives designed for the program. The applicant should identify which State objective its program addresses and provide a brief narrative of the way in which the program meets the objective. The State objectives are:

(1) Municipal Development - promote the physical and economic revitalization and development of the central core of the state's cities and towns by renovating their infrastructure and facilities leading to job development.

(2) Neighborhood Development - encourage neighborhood stabilization and revitalization, and work with local and community-based organizations to meet the needs of low and moderate income people through projects aimed at providing direct benefits and support.

(3) Energy Efficiency - reduce energy consumption in all areas within the community and support conservation measures that directly impact on improving energy efficiency.

(4) Capacity Building - support organizational attempts to improve local capacity so that localities might more effectively manage local resources and bring them to bear on development issues.

(5) Housing Access - provide support to projects that benefit low and moderate income people and increase ability to gain access to suitable housing units at affordable rents.

INFRASTRUCTURE SET-ASIDE PROGRAM

COMPLIANCE WITH STATE OBJECTIVES FORM

STATE OBJECTIVE COMPLIANCE

Community: _____

Project Name: _____

State Objective Number: _____ **Name:** _____

Narrative

NATIONAL OBJECTIVE COMPLIANCE

On the three forms that follow these instructions, applicants will be asked to justify their requests for EDSA funds in light of one of the three National Objectives of the Program. In accordance with federal regulations, each activity that is funded with EDSA funds must meet one natinal objective.

In the space provided on these forms, applilcants should present information that is consistent with the requirements for objective detailed below. Applications will not gain a competitive advantage if evidence is presented that the proposed activity meets more than one objective. Applicants need not use additional space other than that which has beeen provided. This is simply a preliminary assessment; a final check of successful applicants will be made through subsequent site visits.

Benefits to Low and Moderate Income People

Using EDSA funds to benefit low and moderate income people is the primary objective of Program. An applicant can demonstrate compliance with this objective if it can be shown that a majority of the benefits provided by the economic development project are targeted to low and moderate income people, as defined by the regulations. For a project to comply with this objective, one of the following guidelines must be met.

- Projects must be located in a neighborhood consisting primarily of low and moderate income persons and provide job opportunities for area low and moderate income persons.

- Projects must involve facilities designed primarily for use by low and moderate income people.

- Projects must provide quality permanent jobs to low and moderate income persons.

Prevention or Elimination of Slums or Blight

According to program regulations, an activity can be undertaken with EDSA funds if it is carried out in an area that is considered "blighted" or a "slum" as defined by state statute.

Critical Community Needs

The third National Objective is Critical Community Needs. This objective has been made subordinant to the other two objectives and should be selected by the applicant only when neither of the other two are appropriate.

According to EDSA requirements, this objective can be chosen only when the following issues are present:

- the existing condition poses a serious threat to the health or welfare of the community;

- the condition must have occurred, or have been evidenced, within the past 18 months;

- there cannot be any other financial resources available to meet these needs.

In order to demonstrate compliance with this objective, all three of the above criteria must be met. As a result, this objective is rarely chosen by successful applicants. However, should a situation arise that would warrant such a determination, the applicant should present information that is sufficient to document the problem.

INFRASTRUCTURE SET-ASIDE PROGRAM

NATIONAL OBJECTIVE COMPLIANCE FORM

NAT'L. OBJECTIVE: BENEFIT TO LOW AND MODERATE INCOME PEOPLE

Activity: _____

NAT'L OBJECTIVE: PREVENTION OR ELIMINATION OF SLUMS OR BLIGHT

Activity: _____

NAT'L OBJECTIVE: CRITICAL COMMUNITY NEED

Activity: _____

LOW AND MODERATE INCOME BENEFIT ANALYSIS INSTRUCTIONS

Changes made in the Housing and Community Development Act in 1983 affect the way in which benefit to low and moderate income persons is measured. Massachusetts must certify that at least 51 percent of the money that it receives for the Small Cities programs must benefit low and moderate income persons during the 1984-1986 federal fiscal years. As a result, communities that select the "benefit to low and moderate income people" National Objective as the criteria for national compliance for a proposed activity must evaluate the extent of the benefit at the time of their application for EDSA funds. This form is designed to measure benefit in terms of overall budget allocation with the criteria used to determine low and moderate income benefit detailed in each section.

Economic Development Activity

Any economic development (e.g., commercial renovation, infrastructure, public services, etc.) can be said to meet this objective if it can document that one of the following three criteria have been met: (1) that the neighborhood or target area as proposed is predominantly inhabited by low and moderate income people; (2) that the facilities that will be developed will be use primarily by low and moderate income people; or (3) that the majority of employment opportunities that will be generated, will be available to low and moderate income people.

The following information is required for all economic development activities:

Activity: List each major activity separately (e.g., commercial renovation, industrial expansion, etc.). General administrative costs should not be listed on this form.

Location Project: Give the location where the activity will be carried out.

Percent of Low-Mod: List the percent of the area's population that is documented as low and moderate income or the percentage of low and moderate income people who will be served by the facility.

Budget Allocation: Enter the amount of funds requested for this activity. This figure should include both program and directly related administrative expenses.

INFRASTRUCTURE SET-ASIDE PROGRAM

LOW AND MODERATE INCOME BENEFIT ANALYSIS

ECONOMIC DEVELOPMENT ACTIVITY			
Activity	**Location of Project**	**Percent of Low-Mod**	**Budget Allocation**
TOTALS			

PUBLIC HEARING DOCUMENTATION INSTRUCTIONS

Applicants are required to hold one formal public hearing before submitting an application for EDSA funds. Notice of that hearing must be published at least twice in at least one newspaper of general circulation in the locality. For publication purposes, the first notice should be placed in the newspaper 15 days before the public hearing, while the second notice should placed 8 days before the hearing. If there is no newspaper of general circulation in the community, the notice must be posted in at least three (3) public places in the locality for not less than 14 days prior to the date of the hearing.

At a minimum, this notice should:

(1) Identify the public body that is to hold the hearing.

(2) Identify the agency that is to undertake the project.

(3) Identify the date, time, and place of the hearing.

(4) Identify the project area.

(5) State that any person or organization wishing to be heard will be afforded an opportunity to be heard.

Public Hearing Information

Date Held: List the date that the public hearing was held.

Attendance: Give the number of people in attendance at this public hearing.

Location: Give the name of the place where the hearing was held.

Hearing Officer: Give the name of the person who conducted the public hearing.

Publication: State the name(s) of the newspaper(s) or building(s) where this notice was published/posted.

Dates Published: List the dates of publication or posting.

Public Hearing Documentation

Attach a copy of the notice advertising the public hearing.

INFRASTRUCTURE-SET-ASIDE PROGRAM
PUBLIC HEARING DOCUMENTATION

FORM 8

PUBLIC HEARING INFORMATION

Date Held: _____ **Attendance:** _____

Location: _____

Hearing Officer: _____

Publication(s): _____

_____

_____

Dates Published: _____ _____

PUBLIC HEARING DOCUMENTATION

In the space provided below, please attach a copy of the public hearing notice as it appeared in the newspaper(s) listed above, or a copy of the notice as was posted in the appropriate public buildings.

INFRASTRUCTURE SET-ASIDE PROGRAM

APPLICANT CERTIFICATIONS

On behalf of the applicant, of which I am a duly authorized local official, I certify that the following actions have been or will be taken:

(1) The applicant will minimize displacement rsulting from EDSA-funded projects whenever possible.

(2) The project will be conducted in accordance with Title VI and Title VIII of the Civil Rights Act and, further, the applicant will affirmatively further fair housing.

(3) The applicant has provided opportunities for citizen participation, has conducted a public hearing, and has provided information to citizens regarding the project that is to be submitted for EDSA funding consistent with Section 104(a)(2) of Title I of the Housing and Community Development Act of 1974, as amended.

(4) The applicant will not attempt to recover any capital costs of public improvements assisted in whole or in part with EDSA funds, by assessing properties owned and occupied by low and moderate persons unless: (A) EDSA funds are used to pay the portion of such assessment that relates to non-EDSA funding or; (B) applicant certifies to the State that, for the purposes of assessing properties owned and occupied by low and moderate income persons who are not very low income, the applicant does not have sufficient EDSA funds to comply with the provisions of "A" above.

By

Signature of Chief Elected Official

Typed Name _____

Title _____

Date _____